

SIMON LEE BLUCK

CONTACT

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 <http://simonbluck.co.uk>

CORE SKILLS

- Proficient in Google Sheets
- Appsheet.com
- Working towards learning Excel and Power BI
- Proficient in Data Manipulation
- Data Entry and Formatting
- Formulas and Functions
- Data Analysis
- Data Visualization
- Data Validation
- Conditional Formatting
- Importing and Exporting Data
- Collaboration and Sharing
- Automation with Apps Script
- Data Security
- Expertise in scheduling
- Effective inventory organisation
- Adept at quantity calculations
- Knowledgeable in logistics operations
- Committed to safety and compliance standards.

Transitioning into the IT industry, I bring a solid foundation of reliability, dependability, and strong people skills. Known for my integrity and level-headedness, I manage situations with maturity and confidence, fostering a sense of calm in challenging environments. As a collaborator, I am adaptable and flexible, able to navigate the ever-changing landscape of IT projects seamlessly. My adeptness for organization ensures efficient time management and a consistent attendance record.

Beyond these traits, I am driven by a genuine eagerness to learn and grow within the IT field. I approach challenges with a practical mindset, always seeking innovative solutions and opportunities for development. Alongside my IT proficiency, I possess effective communication skills, allowing me to effectively collaborate with colleagues and managements of all levels, I find fulfillment in the exchange of ideas working seamlessly as part of a team and individually.

EXPERIENCE

September 2020 - Current

Contract Packing Team Leader GXO Logistics Chorley

- Accreditation Certificate in H&S Shield Level 3
- Management Level 3
- I am a trained Fire Marshal
- I have achieved a EAL Level 2 NVQ in Business Improvement Techniques including Workplace Audits, COMM's Cells, Continuous Improvements, Creative Problem Solving, Visual Management
- I am currently completing a Level 3 Apprenticeship in Data Technician
- My role as a Contract Packing Team Leader includes leading a team of between 8 - 40 people (depending on workload), producing products correctly to the customer's specification. I host team briefs at the start of each shift to highlight the previous day's KPI performance as well as the requirements for the day ahead and to address any H&S issues. Throughout the day my duties include making sure the team delivers excellent customer service in a safe and timely manner and ensuring finished products become available for the customer in a timely manner. My goal as Team Leader is to make sure we achieve 0% quality issues. When issues arise I use the tools available in order to resolve them.

I also track the costs of the products we produce daily to highlight where we make a profit or loss with a Appsheet App I created.

June 2018 - September 2020

Seconded Team Leader Unipart Logistics Chorley

October 2015 - June 2018

Distribution Centre Operative (FLT driver) / Step Up Admin / Step-Up Supervisor Unipart Logistics Chorley

September 2013 - October 2015

General Assistant Unipart Logistics Chorley

ACCOMPLISHMENTS

- Built My Portfolio Website (see link)
- 100% Job Success as a freelancer on Upwork.com
- Successfully Brainstormed, Built, and Designed multiple applications via the No Code platform Appsheet.com for two major logistical companies.
- Completed these courses on Udemy.com.
 - Google Sheets - Comprehensive Masterclass
 - Create business Applications with Appsheet
- Increased productivity and profitability by 56% within the Area I have managed in the last 3 years.
- Decreased Hazard reporting by 87% within the Area I have managed in the last 3 years.
- Successfully launched 4 production projects over a 3-year period within the area I have managed.

October 2012 - September 2013

Warehouse Person/Packer *Unipart Logistics Asos Barnsley*

- My responsibilities were to process, print out relevant paperwork and pack customer orders that are ready for dispatching to the customer.
- I have gained experience of using Red Prairie and Metapack software.

EDUCATION

Jan 2022

IAO Level 3 Diploma in Fitness instructing and Personal Training
Lifetime Training

2011

Diploma Performing Arts

Barnsley College, Barnsley, BNS

I Achieved Triple Distinction.

I Achieved Grade 1 in Music Theory awarded by The Royal College of Music,

I passed both English and Math's function skills.

I was a Student Learner Rep attending training sessions and meetings to discuss any problems that would arise in our department or at college.

I was a Performing Arts representative in An Ofsted Inspection attending meetings with the Ofsted Inspectors to discuss the college and our department.

I received a nomination for Best Performing Arts Student as 'Best Actor.'

I won Best Adult Learner of the Year Award 2011

July 2009

Diploma of Higher Education Performing Arts

Barnsley College

I successfully completed this course achieving a Distinction Star in Performing Arts

I received a nomination for Best Performing Arts Student,

I Achieved a Barnsley College Excellence Award in the Learner category.

July 1998

Edward Sheerien Secondary

I achieved GCSEs in the following subjects English, English Literature, Geography, Technology, R.E, P.E, Math's, Double Science